




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 01-103	PAGE NUMBER 1 of 2
		SUBJECT: ADMINISTRATION: Inmate Rule Book Distribution and Translation.	
Approved By:  Secretary of Corrections		Original Date Issued: 03-22-02	
		Current Amendment Effective: 07-28-06	
		Replaces Amendment Issued: 05-07-04	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 08-12-11	

POLICY

Upon admission to the facility, each inmate shall be given a copy of the Department of Corrections' inmate rule book. A copy shall be made available to each staff member in either paper or electronic version.

DEFINITIONS

None

PROCEDURES

I. Translation

- A. When a literacy or language problem prevents an inmate from understanding the rule book, a staff member or translator shall assist the inmate in understanding the rules.
 - 1. To the extent practical, a translation may be made for anyone whose language is other than English.
 - 2. A translation shall be made for any language spoken by significant numbers of inmates.
 - a. An oral or written translation may be made available at the discretion of the warden.
- B. The explanation or translation of the rules to the inmate upon admission shall be such as to reasonably result in adequate comprehension within the capability of the inmate.
- C. An audio version of the Department of Corrections' inmate rule book shall be available in each library or branch library for reference use by inmates.

II. Statement of Receipt of Rule Book

- A. If an inmate cannot read or understand English, that inmate shall be required to sign a statement that the inmate has received a rule book and that it has been explained to the inmate.

III. Content and Distribution of Rule Book

- A. The inmate rule book shall be a reprint of the regulations of the Secretary of Corrections articles 44-12, 44-13, 44-15 and 44-16.
- B. At least two complete sets of the regulations of the Secretary of Corrections in either paper or electronic version [i.e.: K.A.R. 44-1-101 et. seq. through K.A.R. 44-16-101 et. seq.] shall be available in each library or branch library for reference use by inmates.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

KSA 75-5210, 75-5210(f), 75-5251, 75-5252

ATTACHMENTS

None